State of Tennessee
Department of Children's Services

Administrative Policies and Procedures: 32.4

Subject:	Administrative, Technical and Physical Safeguards
Authority:	Health Insurance Portability and Accountability Act (HIPAA) of 1996; TCA 37-5-105, 37-5-106
Standards:	**DCS Practice Model Standard:** 7-102A
Application:	To All Department of Children's Services Employees

Policy Statement:

All DCS employees shall implement reasonable procedures to safeguard protected health information (PHI) in any medium, including paper, verbal and visual electronic representations from any intentional or unintentional access, use or disclosure.

Purpose:

To outline procedures for compliance with the HIPAA Privacy Rule to safeguard confidential PHI from any intentional or unintentional use or disclosure.

Procedures:

A. Workplace practices	DCS employees shall adhere to procedures outlined in DCS policies ***9.4, Confidential Child Specific Information***, ***9.5, Access and Release of Confidential Child-Specific Information*** and ***32.3, Use and Disclosure of Protected Health Information*** and will take necessary precautions to safeguard all <u>confidential</u> <u>information</u> in the form of: 1. Paper documents; 2. Verbal communications; and 3. Visual electronic information (i.e., electronic devices such as computer screens, printers, palm pilots, blackberry's calendars, fax machines, copy machines and paper and printed documents.)
B. Administrative safeguards	DCS managers and employees will conduct internal reviews at least annually through established case file review and/or monitoring tools to evaluate the: 1. Minimal levels of access to confidential information for each job function; and 2. Effectiveness of departmental administrative, technical and physical safeguards for PHI to ensure compliance with local protocols and applicable DCS policies and procedures for minimizing the unwanted disclosure of identifiable health information.

Forms:	*None*
Collateral documents:	*None*